



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This Announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Tribal Broadband IT Project Director

PRIMARY WORK LOCATION: Macy or Santee Campus

SALARY RANGE: \$55,000-\$60,000 +BENEFITS

CLOSING DATE: Until filled

ABOUT THE POSITION:

Nebraska Indian Community College seeks an Information Technology Project Manager to plan, establish, and manage the Tribal Broadband Wireless Expansion project and will serve as a liaison between the business and technical aspects of assigned projects

Job Duties & Responsibilities:

Supervisory Responsibilities:

- Hires and trains members of the technical staff.
- Assigns duties and responsibilities and oversees workflow of project staff.
- Oversees the day-to-day workflow of the department.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.
- Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning.
- Thorough understanding of information technology procedures and practices.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite or related software.
- Ability to motivate groups of people to complete a project in a timely manner.

QUALIFICATIONS:

- Bachelor's degree in Computer or Information Science-related field required; Master's degree preferred.
- At least three years of related experience required.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director Anthony Warrior SanAWarrior@thenicc.edu

NICC (South Campus)
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311